

**FOR SINGLE
REGISTRATION
READ THE
NEXT FORM**

W.E.F 26.05.11

TERMS AND CONDITIONS

(Applicable for All)

- The project we currently introduce is data conversion through OCR [Optical Character Recognition] in English job. The procedure is quite simple. You will be provided the scanned images of books and you have to convert the entire text into a Rich Text Format (RTF), format the text, save it and sent the data back to the Concern. **The work should accurate as per technical instructions and concern's guidance and has to be submitted on the submission date which will be mentioned on the upper portion of the CD. Late entries are not acceptable or encouraged at all and if an entry happens to be late, the work is liable to be rejected and no payment shall be made.**
- English knowledge is essential.** Under Graduates and above are eligible. **User must be at least 18 Years old.**
- User has to submit Xerox copy of any one documents ; **Voter ID Card / Ration Card with self attested photo / Bank Pass Book / Passport / PAN Card / Driving License** as their Proof of address and Photo Identity along with form overleaf.
- Membership Fees : ₹300.00** (Three Hundred Only, This Work is valid for **only 1 month**), The Work CD delivered on the date of registration), **₹600.00** (Six Hundred Only, This work is valid for **only 3 months**), The Work CD delivered on the date of registration, **₹1200.00*** (Twelve Hundred Only, This work is valid for **only 6 months**). The CD is delivered on the date of registration for the **Members of Kolkata**. The work CD is given after **7 working** (for ₹1200/- Rgn. only) **days** for **Members of outside Kolkata** after receiving their application form and the Membership fees. No questions will be entertained from any person/user regarding these days, because all these days are processing period. **Please remember that all Membership Fees are not Refundable.** Bankers Cheque/DD must be Drawn in favour of "**BENGALIE LIBRARY, A/C No. 017010200018692**". If you paid by Bankers Cheque/DD, the registration will be activated after encash of Bankers Cheque/DD, OR through **Online Bank Transfer** OR you may deposit the Regn. Fees **by Cash** with **Intercity Bank Charges** in **AXIS BANK** (A/C NAME : BENGALIE LIBRARY, NO. 017010200018692, IFS CODE : UTIB0000017). Your Regs. will be activated on the date of transferring money in our Account.
- The Project requires specific software i.e. **MS-Windows 98/Windows XP, MS-Office 2000 Only, Acrobat Reader 5.0 Only, ABBYY Fine Reader 7.0 & Above, Photo Shop 7.0 & Above.** All the Softwares must be arranged by the users before starting job.
- Our offer is not related to employment directly or indirectly. Membership is made in your name is not transferrable. **Note that only the registered member will be given technical support.** You can't convert any type of Regn. to different category.
- The user will be solely responsible for any risk of investment in Computer and other peripherals.
- No Trial CD is provided by the concern's side, always you get work CD. Your time will start from the date of taking WORK CD: Total Time 4/8/15 days including holidays. You have to send the Complete Job CD by writing in a new CD before 6 pm. of the specific date which is superscripted on CD and user must write all the informations on the upper portion of the CD as per work CD. **If any member want to get Job CD through courier, Courier Charges (Plus Packaging Charge ₹5/-) must be paid by him in advance for all CDs (6 cds in ₹1200/- Regn.). ₹ 300 & ₹600 Regn. Holders can get it from their 2nd CD.**
- The result declared by our Technical Team would be final. But if you are unsatisfied, you (user side) must submit written complain to concern within 3 days. Concern will entertain your complaint and discuss the matter with you. If your complaint is baseless, the concern is not liable to entertain any person regarding result. **We must supply a QC sheet (Printed or in .xls Format) to the user who will not achieve the minimum accuracy level. If you get payment, no QC sheet will be supplied by concern's side. Otherwise member can get it by paying ₹100.00 after applying in a specified form.**
- Please remember that You will get next working CD after declaration of the result of 1st working CD. **Result will be declared on the 10th day (₹300/-), 10th day (₹600/-) and 15th day (₹1200/-) from the date of submission. PAYMENT WILL BE MADE WITHIN 3 WORKING DAYS AFTER PUBLISHING OF THE RESULT FOR THE MEMBERS OF OUTSIDE KOLKATA. MEMBERS OF KOLKATA CAN GET IT ON THE DATE OF RESULT.**
- Remember that, Payment will be made by Cheque/Cash (Upto ₹300/-) for each corrected page.**
- CD CANCELTION : Formatting Errors i.e wrong Page Set Up, Errors according to Clause No. 2 (Refer Tech. Ins.), file is saved not in RTF, Text is not in table, wrong file name, all files are not submitted (refer clause no. 20) are not included in the 5 errors consideration.**

PAYMENT MODE FOR USERS [PER 50 (FIFTY PAGES)]. A SINGLE CORRECTED PAGE WILL BE ELIGIBLE FOR PAYMENT

A. ₹300.00 Membership Fees (6 errors canceled the individual page) (work valid for 1 month) (Time 4 days PER CD) (No. of CDs are 2)	Total Pages	50 Pages	50 Pages	50 Pages	50 Pages	50 Pages	50 Pages	50 Pages	50 pages
Accuracy	100%	90% (45pgs)	80% (40pgs)	70% (35pgs)	60% (30pgs)	50% (25pgs)	40% (20pgs)	1-19 pgs	
Amount	750.00	540.00	400.00	280.00	180.00	100.00	80.00	payment	
Per. Page	@ 15.00	@ 12.00	@ 10.00	@ 8.00	@ 6.00	@ 4.00	@ 4.00	@ Rs.4/-	

PAYMENT MODE FOR USERS [PER 100 (ONE HUNDRED PAGES)]. A SINGLE CORRECTED PAGE WILL BE ELIGIBLE FOR PAYMENT

B. ₹600.00 Membership Fees (6 errors canceled the individual page) (work valid for 3 months) (Time 8 days PER CD) (No. of CDs are 5)	Total Pages	100 Pages	100 Pages	100 Pages	100 Pages	100 Pages	100 Pages	100 Pages	100 pages
Accuracy	100%	90% (90pgs)	80% (80pgs)	70% (70pgs)	60% (60pgs)	50% (50pgs)	40% (40pgs)	1-39 pgs	
Amount	2,000.00	1,620.00	1,280.00	980.00	720.00	500.00	200.00	payment	
Per. Page	@ 20.00	@ 18.00	@ 16.00	@ 14.00	@ 12.00	@ 10.00	@ 5.00	@ Rs.5/-	

Third Page

PAYMENT MODE FOR USERS [PER 200 (TWO HUNDRED PAGES)]. A SINGLE CORRECTED PAGE WILL BE ELIGIBLE FOR PAYMENT

C. ₹1200.00* Membership Fees (6 errors canceled the individual page) (work valid for 6 months) (Time 15 days PER CD) (No. of CDs are 6)

Total Pages	200 Pages	200 Pages	200 Pages	200 Pages	200 Pages	200 Pages	200 Pages	200 pages
Accuracy	100%	90% (180pgs)	80% (160pgs)	70% (140pgs)	60% (120pgs)	50% (100pgs)	40% (80pgs)	1-79 pgs
Amount	5,000.00	3,960.00	3,040.00	2,240.00	1,560.00	1000.00	560.00	payment
Per. Page	@ 25.00	@ 22.00	@ 19.00	@ 16.00	@ 13.00	@ 10.00	@ 7.00	@Rs.7/-

13. The work should be done according to the instructions given by the Concern from time to time. The Concern can change the instructions given to the user at any time. The new instructions will be given to the user from the next CD and onwards. **THE CONCERN PROVIDES AN IDEA ABOUT HOW TO DO THE WORK ON THE DATE OF 1ST WORKING CD TO THE USER.**

14. *The Members of outside Kolkata can only enroll in the Registration worth ₹1200.00.

15. The terms and conditions are applicable for All Members.

16. Any controversy or claim arising out of or relating to this Agreement, the formation of this Agreement or the breach of this Agreement, including any claim based upon arising from an alleged tort, shall be governed by the substantive laws of the land. Any suit, action or proceeding concerning this agreement must be brought in a state of West Bengal court located in Kolkata. EACH OF THE PARTIES HEREBY IRREVOCABLY CONSENTS TO THE EXCLUSIVE JURISDICTION OF SUCH COURTS (AND OF THE APPROPRIATE APPELLATE COURTS THEREFROM) IN ANY SUCH SUIT, ACTION OR PROCEEDING AND IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY OBJECTION WHICH IT MAY NOW OR HEREAFTER HAVE TO THE LAYING OF THE VENUE OF ANY SUCH SUIT, ACTION OR PROCEEDING IN ANY SUCH COURT OR THAT ANY SUCH SUIT, ACTION OR PROCEEDING WHICH IS BROUGHT IN ANY SUCH COURT HAS BEEN BROUGHT IN AN INCONVENIENT FORUM.

I hereby declare that all the informations in the above "DATA CONVERSION FORM FOR SINGLE USER" are true, correct, complete and up-to-date in all respect to the best of my knowledge and I do not withheld any informations. I also authorize *bengali e-library*, Kolkata to exchange, share or part with these informations relating to my details, as may be required and shall not hold *bengali e-library*, Kolkata to use these informations. I declare that no payments have been made to *bengali e-library*, Kolkata except the Non Refundable Membership Fees without Interest Through Bank or Cash .

I AGREE WITH ABOVE TERMS AND CONDITIONS.

Date:.....

Full Signature of User

TECHNICAL INSTRUCTIONS SPECIFICATIONS FOR JPEG/PDF TO RTF FILES

- MARGINS.** Top : 1", Bottom : 1", Left : 1.25", Right : 1.25", Gutter : 0", Header : 0", Footer : 0", Paper Size : A4 (Width: 8.27" Height: 11.69").
- FONTS.** Font : **Times New Roman**, Font Style : **Normal**, Font Colour : **Automatic**, Body Text : **10 pt.**, Alignment : **Justify**, Headings : **12 pt. Bold**, Sub-Headings : **11 pt. Bold**. After opening Ms Word, at first make Page Setup, Font size: 10 pt, Alignment: Justify. Tab and Space mark must be normal in all places. Paragraph mark must be bold in Heading & Sub-heading, but normal in body text.
- You have to keep the spelling as it appears in image but if you find any common spelling error, then you must correct that error after consulting with us, otherwise it must be treated as an error. Avoid using Spell check in Word document. It is recommended to check the spelling in Abby Fine Reader. After completing spelling check, Copy the text from ABBYY and Paste it in MS Word. **Don't save the text in word document from ABBYY's save option.**
- Upper Page No. & Page Heading is Heading format and Lower Page No. is like Body Text. Body Text is always Justified, but heading and sub-heading are as per image file. If upper page no. and heading is in same line i.e. page no. in the Left side and heading in the middle, then convert the whole line into **Left alignment** and alter the position of the heading into centre by using tab setting and page no. in the Right side and heading in the middle, then convert the whole line into **Right alignment** and alter the position of the heading into centre by using tab setting. If Upper Page No. in the Middle and the two Headings are in Left and Right side of the Page No., make the whole line's Alignment **Justified**, then set the position of them by tab setting. If there is no upper page no. but only heading in the middle or right or left side then keep particular alignment.
- If the image contains data in one/two columns then insert one/two columns from Insert Table Menu. You have to place the entire body text except Page heading and Page No. within a table. Page No. and Page heading must be placed just top of the table and lower Page No. must be placed just after the table. The border of the table must be none. If in the image file text is in table format, you have to draw or insert another table in the above table.

Fourth Page

6. No enter shall be given between two sentences in the same paragraph. If the matter is in the form of poems then it is instructed to use enters when and where needed, but use 6 pt gap only after the end of stanza.
7. If the matter in the document file is going on into the next page (auto flow) and if it appears to be contained in the same page by decreasing the top and bottom margins then the top and bottom margins shall be reduced to 0.5 inches. Otherwise retain the original margins and use the second page of the document. Do not alter the left and right margins of the page. If the margin is found altered, then the file and the whole submission will be given a status of invalid submission.
8. In some particular pages paragraph Sub-heading within paragraph must be placed in Text Box. Fill Colour must be No Fill and Line Colour must be No Line. Layout must be tight. Drop Caps are not necessary, the first letter must be bold and the whole word must be capital and font size is 10 pt.
9. Impart formatting styles like **Bold, Italic, Underline, Subscript, Superscript, Small caps** etc. as per image file.
10. **IN CASE OF COMPLETE SENTENCE :** Use double spaces after Full Stop. In case of question mark and exclamation mark use two spaces after and single before it. For double/single inverted comma, superscript / subscript after Full Stop, Question and Exclamation Mark (./ / .”8 / ?” / ?8 / ?”8 / !” / !8 / !”8) use double space.
IN CASE OF INCOMPLETE SENTENCE : Use single space after full stop. In case of abbreviation i.e. P.T.O. use single space after full stop. Use single space before and after Exclamation and Question mark in between sentence. If there is any brackets after these punctuations, the space must be placed after brackets. Don’t use any space between bracket and other punctuations.
11. Don’t use space after and before Hyphen (-). Always use single space before and after Emdash, Endash (—, –). After comma, inverted comma, superscript/subscript after comma, (,” / ,”8 or ,’ / ,’8), use single space. For Colon and Semicolon (: & ;) always use single space before and after. For brackets use single space before the opening and single after closing. Inverted comma must be changed by using Keyboard. Line must not be started with any punctuation.
12. If a character or word is not understood in the given data, then please type (???) at the place of the illegible character or word. But if we can understand this particular character or word then it will be treated as an error. In this case you must consult with us.
13. **Indentation should be always kept by using TABS**, it can be left/right/center tab. Don’t use space bar or indent settings. To maintain gap in the first line of the paragraph, use **Default Tab**.
14. Line Spacing must be Single. Broken characters and right hand hyphenation word are not allowed. File will be rejected if broken characters are found in it. It is allowed only in the last line of the page.
15. The name of the **RTF** file must be in the following format : **Example :** Let the name of the **JPEG / PDF** file, **tmr_work_01**. The name of the corresponding **RTF** file must be, **tmr_comp_01**. The name and content of the Folders which contain **RTF** files must be same as per image Folders. Otherwise CD will be **cancelled**. Save the RTF files in **Print Layout & 100% Zoom**.
16. Insert symbols from the symbol menu as and when needed. If any symbol is not found in Times New Roman Font then only use **Arial Unicode MS Font**. In case of language which you can not find in symbol menu, treat them as a picture and copy them from acrobat reader and paste it in word. If the page is in jpg format then convert it to pdf from photoshop. Don’t use ???.
17. After and before consecutive dots (.....), use single space if sentence is not completed. If the sentence is completed with these dots then use single space before last dot and double space after last dot. If a sentence is starting with these dots then use single space after these dots.
18. Use **paragraph space (6 pt.)** in between two paragraphs, two headings, between heading and sub-heading or between sub-heading and body text, between heading and table which contains body text. Don’t use 6 pt. gap after last paragraph of the table and also last line after table (if any). If there is any text outside the table use 6 pt. gap before it. **Every Extra Enter, Tab and Space will be treated as an error.**
19. If in the given image there is a picture, then copy the picture from **Acrobat Reader in 100% zoom** & paste it in MS Word document. But the description of the picture must be treated as text. The alignment of the picture must be Justified and font size 10pt in Word document. If the page is in jpg format then convert it to pdf from photoshop.
20. All files must be converted at least into Rich Text Format (**RTF**). If you can not complete the whole work, simply convert those uncompleted work files and copy them individually. Then paste them in the table in individual files in word and saved in RTF format. otherwise the CD will be cancelled.
21. Submit your complete job in a new CD with the **Image file** and the **Completed files**. Don’t submit your work in our job CD and without Image file, if it happens the whole work will be rejected.

Date:.....

Form Serial No.

B	E	L	C	I	I	A	B				
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Full Signature of User

Registration No.

B	E	L	C	I	I	A	B				
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Authorised Signature

**FOR BULK
REGISTRATION
READ THE
NEXT FORM**

OPTION- I

W.E.F 26.05.11

TERMS AND CONDITIONS

(Applicable for All)

1. The project we currently introduce is data conversion through OCR [Optical Character Recognition] in English job. The procedure is quite simple. You will be provided the scanned images of books and you have to convert the entire text into a Rich Text Format (RTF), format the text, save it and sent the data back to the Concern. **The work should accurate as per technical instructions and concern's guidance and has to be submitted on the submission date which will be mentioned on the upper portion of the CD. Late entries are not acceptable or encouraged at all and if an entry happens to be late, the work is liable to be rejected and no payment shall be made.**
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3. User has to submit Xerox copy of any one documents : **Voter ID Card / Ration Card with self attested photo / Bank Pass Book / Passport / PAN Card / Driving License** as their Proof of address and Photo Identity along with form overleaf. **Body Corporate or Firm** has to be submit its proper Identity (**Trade Licence, Professional Tax Certificate, Income Tax Return, Balance Sheet** etc.).
4. **Membership Fees : ₹600.00** (Six Hundred Only, This work is valid for **only 3 months**), The Work CD delivered on the date of registration), **₹1200.00*** (Twelve Hundred Only, This work is valid for **only 6 months**). The CD is delivered on the date of registration for the **Members of Kolkata**. The work CD is given after **7 working** (for ₹1200/- Rgn. only) **days** for **Members of outside Kolkata** after receiving their application form and the Membership fees. No questions will be entertained from any person/user regarding these days, because all these days are processing period. **Please remember that all Membership Fees are not Refundable.** Bankers Cheque/DD must be Drawn in favour of "**BENGALIE LIBRARY, A/C No. 017010200018692**". If you paid by Bankers Cheque/DD, the registration will be activated after encash of Bankers Cheque/DD, OR through **Online Bank Transfer** OR you may deposit the Regn. Fees **by Cash** with **Intercity Bank Charges** in **AXIS BANK** (A/C NAME : BENGALIE LIBRARY, NO. 017010200018692, IFS CODE : UTIB0000017). Your Regs. will be activated on the date of transferring money in our Account.
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6. Our offer is not related to employment directly or indirectly. Membership is made in your name is not transferrable. **Note that only the registered member will be given technical support.** You can't convert any type of Regn. to different category. You can take Bulk Registration in your Name.
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8. No Trial CD is provided by the concern's side, always you get work CD. Your time will start from the date of taking WORK CD: Total Time 15 days including holidays. You have to send the Complete Job CD by writing in a new CD before 6 pm. of the specific date which is superscripted on CD and user must write all the informations on the upper portion of the CD as per work CD. **If any member want to get Job CD through courier, Courier Charges (Plus Packaging Charge ₹5/-) must be paid by him in advance for all CDs (for 5 cds in ₹600/- Regn & 6 cds in ₹1200/- Regn.).**
9. The result declared by our Technical Team would be final. But if you are unsatisfied, you (user side) must submit written complain to concern within 3 days. Concern will entertain your complaint and discuss the matter with you. If your complaint is baseless, the concern is not liable to entertain any person regarding result. **We must supply a QC sheet (Printed or in .xls Format) to the user who will not achieve the minimum accuracy level. If you get payment, no QC sheet will be supplied by concern's side. Otherwise member can get it by paying ₹100.00 after applying in a specified form.**
10. Please remember that You will get next working CD after declaration of the result of 1st working CD. **Result will be declared on the 10th day (₹600/-) and 15th day (₹1200/-) from the date of submission. PAYMENT WILL BE MADE WITHIN 3 WORKING DAYS AFTER PUBLISHING OF THE RESULT FOR THE MEMBERS OF OUTSIDE KOLKATA. MEMBERS OF KOLKATA CAN GET IT ON THE DATE OF RESULT.**
11. **Remember that, Payment will be made by Cheque/Cash (Upto ₹300/-) for each corrected page.**
12. The work should be done according to the instructions given by the Concern from time to time. The Concern can change the instructions given to the user at any time. The new instructions will be given to the user from the next CD and onwards. **THE CONCERN PROVIDES AN IDEA ABOUT HOW TO DO THE WORK ON THE DATE OF 1ST WORKING CD TO THE USER.**
13. **The terms and conditions are applicable for All Members.**
14. ***The Members of outside Kolkata can only enroll in the Registration worth Rs. 1200.00.**
15. **CD CANCELATION :** Formatting Errors i.e wrong Page Set Up, Errors according to Clause No. 2 (Ref Tech. Ins.), file is saved not in RTF, Text is not in table, wrong file name, all files are not submitted (refer clause no. 20) are not included in the 5 errors consideration. **Members have to submit all completed cds against the work cds despatched by Library. If two successive cds will not be submitted in due date, no further work cds will be despatched from Library and the registration will be cancelled.**

Third Page

PAYMENT MODE FOR USERS [PER 100 (ONE HUNDRED PAGES)]. A SINGLE CORRECTED PAGE WILL BE ELIGIBLE FOR PAYMENT

A. ₹600.00 Membership Fees (6 errors canceled the individual page) (work valid for 3 months) (Time 8 days PER CD) (No. of CDs are 5)	Total Pages	100 Pages	100 Pages	100 Pages	100 Pages	100 Pages	100 Pages	100 Pages	100 pages
Accuracy	100%	90% (90pgs)	80% (80pgs)	70% (70pgs)	60% (60pgs)	50% (50pgs)	40% (40pgs)	1-39%	(39pgs)
Amount	3,000.00	2,250.00	1,600.00	1,260.00	960.00	600.00	240.00		payment
Per. Page	@ 30.00	@ 25.00	@ 20.00	@ 18.00	@ 16.00	@ 12.00	@ 6.00		@ Rs.6/-

PAYMENT MODE FOR USERS [PER 200 (TWO HUNDRED PAGES)]. A SINGLE CORRECTED PAGE WILL BE ELIGIBLE FOR PAYMENT

B. ₹1200.00* Membership Fees (6 errors canceled the individual page) (work valid for 6 months) (Time 15 days PER CD) (No. of CDs are 6)	Total Pages	200 Pages	200 Pages	200 Pages	200 Pages	200 Pages	200 Pages	200 Pages	200 pages
Accuracy	100%	90% (180pgs)	80% (160pgs)	70% (140pgs)	60% (120pgs)	50% (100pgs)	40% (80pgs)	1-79%	(79pgs)
Amount	7,000.00	5,400.00	4,000.00	2,800.00	1,800.00	1,200.00	560.00		payment
Per. Page	@ 35.00	@ 30.00	@ 25.00	@ 20.00	@ 15.00	@ 12.00	@ 7.00		@ Rs.7/-

16. Any controversy or claim arising out of or relating to this Agreement, the formation of this Agreement or the breach of this Agreement, including any claim based upon arising from an alleged tort, shall be governed by the substantive laws of the land. Any suit, action or proceeding concerning this agreement must be brought in a state of West Bengal court located in Kolkata. EACH OF THE PARTIES HEREBY IRREVOCABLY CONSENTS TO THE EXCLUSIVE JURISDICTION OF SUCH COURTS (AND OF THE APPROPRIATE APPELLATE COURTS THEREFROM) IN ANY SUCH SUIT, ACTION OR PROCEEDING AND IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY OBJECTION WHICH IT MAY NOW OR HEREAFTER HAVE TO THE LAYING OF THE VENUE OF ANY SUCH SUIT, ACTION OR PROCEEDING IN ANY SUCH COURT OR THAT ANY SUCH SUIT, ACTION OR PROCEEDING WHICH IS BROUGHT IN ANY SUCH COURT HAS BEEN BROUGHT IN AN INCONVENIENT FORUM.

I hereby declare that all the informations in the above "DATA CONVERSION FORM FOR BULK USER" are true, correct, complete and up-to-date in all respect to the best of my knowledge and I do not withheld any informations. I also authorize *bengali e-library*, Kolkata to exchange, share or part with these informations relating to my details, as may be required and shall not hold *bengali e-library*, Kolkata to use these informations. I declare that no payments have been made to *bengali e-library*, Kolkata except the Non Refundable Membership Fees without Interest Through Bank or Cash .

I AGREE WITH ABOVE TERMS AND CONDITIONS.

Date:.....

Full Signature of User

TECHNICAL INSTRUCTIONS SPECIFICATIONS FOR JPEG/PDF TO RTF FILES

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Fourth Page

6. No enter shall be given between two sentences in the same paragraph. If the matter is in the form of poems then it is instructed to use enters when and where needed, but use 6 pt gap only after the end of stanza.
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9. Impart formatting styles like **Bold, Italic, Underline, Subscript, Superscript, Small caps** etc. as per image file.
10. **IN CASE OF COMPLETE SENTENCE :** Use double spaces after Full Stop. In case of question mark and exclamation mark use two spaces after and single before it. For double/single inverted comma, superscript / subscript after Full Stop, Question and Exclamation Mark (./ / .’’ / ?’’ / ?’’ / !’’ / !’’ / !’’) use double space.
IN CASE OF INCOMPLETE SENTENCE : Use single space after full stop. In case of abbreviation i.e. P.T.O. use single space after full stop. Use single space before and after Exclamation and Question mark in between sentence. If there is any brackets after these punctuations, the space must be placed after brackets. Don’t use any space between bracket and other punctuations.
11. Don’t use space after and before Hyphen (-). Always use single space before and after Emdash, Endash (—, –). After comma, inverted comma, superscript/subscript after comma, (, ’ / , ’’ or , ’ / , ’’), use single space. For Colon and Semicolon (: & ;) always use single space before and after. For brackets use single space before the opening and single after closing. Inverted comma must be changed by using Keyboard. Line must not be started with any punctuation.
12. If a character or word is not understood in the given data, then please type (???) at the place of the illegible character or word. But if we can understand this particular character or word then it will be treated as an error. In this case you must consult with us.
13. **Indentation should be always kept by using TABs**, it can be left/right/center tab. Don’t use space bar or indent settings. To maintain gap in the first line of the paragraph, use **Default Tab**.
14. Line Spacing must be Single. Broken characters and right hand hyphenation word are not allowed. File will be rejected if broken characters are found in it. It is allowed only in the last line of the page.
15. The name of the **RTF** file must be in the following format : **Example :** Let the name of the **JPEG / PDF** file, **tmr_work_01**. The name of the corresponding **RTF** file must be, **tmr_comp_01**. The name and content of the Folders which contain **RTF** files must be same as per image Folders. Otherwise CD will be **cancelled**. Save the RTF files in **Print Layout & 100% Zoom**.
16. Insert symbols from the symbol menu as and when needed. If any symbol is not found in Times New Roman Font then only use **Arial Unicode MS Font**. In case of language which you can not find in symbol menu, treat them as a picture and copy them from acrobat reader and paste it in word. If the page is in jpg format then convert it to pdf from photoshop. Don’t use ???.
17. After and before consecutive dots (.....), use single space if sentence is not completed. If the sentence is completed with these dots then use single space before last dot and double space after last dot. If a sentence is starting with these dots then use single space after these dots.
18. Use **paragraph space (6 pt.)** in between two paragraphs, two headings, between heading and sub-heading or between sub-heading and body text, between heading and table which contains body text. Don’t use 6 pt. gap after last paragraph of the table and also last line after table (if any). If there is any text outside the table use 6 pt. gap before it. **Every Extra Enter, Tab and Space will be treated as an error.**
19. If in the given image there is a picture, then copy the picture from **Acrobat Reader in 100% zoom** & paste it in MS Word document. But the description of the picture must be treated as text. The alignment of the picture must be Justified and font size 10pt in Word document. If the page is in jpg format then convert it to pdf from photoshop.
20. All files must be converted at least into Rich Text Format (**RTF**). If you can not complete the whole work, simply convert those uncompleted work files and copy them individually. Then paste them in the table in individual files in word and saved in RTF format otherwise the CD will be cancelled.
21. Submit your complete job in a new CD with the **Image file** and the **Completed files**. Don’t submit your work in our job CD and without Image file, if it happens the whole work will be rejected.

Date:.....

Form Serial No.

B	E	L	C	I	A	B						
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Full Signature of User

Registration No.

B	E	L	C	I	A	B						
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Authorised Signature

**FOR BULK
REGISTRATION
READ THE
NEXT FORM**

OPTION- II

W.E.F 26.05.11

TERMS AND CONDITIONS

(Applicable for All)

1. The project we currently introduce is data conversion through OCR [Optical Character Recognition] in English job. The procedure is quite simple. You will be provided the scanned images of books and you have to convert the entire text into a Rich Text Format (RTF), format the text, save it and sent the data back to the Concern. **The work should accurate as per technical instructions and concern's guidance and has to be submitted on the submission date which will be mentioned on the upper portion of the CD. Late entries are not acceptable or encouraged at all and if an entry happens to be late, the work is liable to be rejected and no payment shall be made.**
2. **English knowledge is essential.** Under Graduates and above are eligible. **User must be at least 18 Years old.**
3. User has to submit Xerox copy of any one documents ; Voter ID Card / Ration Card with self attested photo / **Bank Pass Book / Passport / PAN Card / Driving License** as their Proof of address and Photo Identity along with form overleaf. **Body Corporate or Firm** has to be submit its proper Identity (**Trade Licence, Professional Tax Certificate, Income Tax Return, Balance Sheet** etc.).
4. **Procedure :** After receiving your request for project on signing this application form and the **Contribution For library Development**, the work CD is given after **7 working days**. No questions will be entertained from any person/user regarding these days, because all these days are processing period. **Please remember that Contribution For library Development will not be Refundable.** Bankers Cheque/DD must be Drawn in favour of "**BENGALIE LIBRARY, A/C No. 017010200018692**". If you paid by Bankers Cheque/DD, the registration will be activated after encash of Bankers Cheque/DD, OR through **Online Bank Transfer** OR you may deposit the Development Fees **by Cash** with **Intercity Bank Charges** in **AXIS BANK** (A/C NAME: BENGALIE LIBRARY, NO. 017010200018692, IFS CODE : UTIB0000017). Your Regs. will be activated on the date of transferring money in our Account.
5. ***Contribution For library Development :** The Concerned will take a one time processing fees of **₹75,000/-** (₹45,000/- will be paid during registration and the rest ₹30,000/- will be adjusted with the member's job payment. After completion of the contribution of ₹75,000/- by member, the payment will be started.) **for a slot of 25 seats (100 pgs per seat) for 3 months and ₹1,80,000/-** (₹90,000/- will be paid during registration and the rest ₹90,000/- will be adjusted with the member's job payment. After completion of the contribution of ₹1,80,000/- by member, the payment will be started.) **for a slot of 25 seats (200 pgs per seat) for 6 months** only which will be deposited to us directly for the registration. **The Contribution For library Development will not be Refundable.**
6. The Project requires specific software i.e. **MS-Windows 98/Windows XP, MS-Office 2000 Only, Acrobat Reader 5.0 Only, ABBYY Fine Reader 7.0 & Above, Photo Shop 7.0 & Above.** All the Softwares must be arranged by the users before starting job.
7. Our offer is not related to employment directly or indirectly. Membership is made in your name or Body Corporate or Firm is not transferrable. **Note that only the registered member will be given technical support.** You can't convert any type of Registration to different category. You can take only 25 Registrations in one form in individual, Body Corporate or Firm Name.
8. The user will be solely responsible for any risk of investment in Computer and other peripherals.
9. No Trial CD is provided by the concern's side, always you get work CD. Your time will start from the date of taking WORK CD: Total Time 8 days for 100 pages and 15 days for 200 pages including holidays. You have to send the Complete Job CD by writing in a new CD before 6 pm. of the specific date which is superscripted on CD and user must write all the informations on the upper portion of the CD as per work CD. **All (100 pages and 200 pages) Job CD delivered through courier.**
10. The result declared by our Technical Team would be final. But if you are unsatisfied, you (user side) must submit written complain to concern within 3 days. Concern will entertain your complaint and discuss the matter with you. If your complaint is baseless, the concern is not liable to entertain any person regarding result. **We must supply a QC sheet (Printed or in .xls Format) to the user who will not achieve the minimum accuracy level. If you get payment, no QC sheet will be supplied by concern's side. Otherwise member can get it by paying ₹100.00 (For 1 seat) after applying in a specified form.**
11. Please remember that You will get next working CD after declaration of the result of 1st working CD. **Result will be declared on the 10th day (100 pages CD), 15th day (200 Pages CD)** from the date of submission. **PAYMENT WILL BE MADE WITHIN 3 WORKING DAYS AFTER PUBLISHING OF THE RESULT FOR THE MEMBERS OF OUTSIDE KOLKATA. MEMBERS OF KOLKATA CAN GET IT ON THE DATE OF RESULT.**
12. **Remember that, Payment will be made by Cheque/Bank Transfer for each corrected page.**
13. **CD CANCELATION :** Formatting Errors i.e wrong Page Set Up, Errors according to Clause No. 2 (Ref Tech. Ins), file is saved not in RTF, Text is not in table, wrong file name, all files are not submitted (refer clause no. 20) are not included in the 5 errors consideration. **Members have to submit all completed cds against the work cds despatched by Library. If two successive cds will not be submitted in due date, no further work cds will be despatched from Library and the registration will be cancelled.**
14. The work should be done according to the instructions given by the Concern from time to time. The Concern can change the instructions given to the user at any time. The new instructions will be given to the user from the next CD and onwards.
THE CONCERN PROVIDES AN IDEA ABOUT HOW TO DO THE WORK ON THE DATE OF 1ST WORKING CD TO THE USER.

Third Page

15. **The terms and conditions are applicable for All Members.** An agreement will be signed only for this registration.

PAYMENT MODE FOR USERS [PER 100 (ONE HUNDRED PAGES)]. MINIMUM 10 PAGES HAVE TO CORRECT TO AVOID CD CANCELLATION

6 errors canceled the individual page, work valid for 3 months, time 8 days PER CD, No. of CDs are 125. Contribution Amount ₹75,000/-

Total Pages	100 Pages	100 Pages	100 Pages	100 Pages	100 Pages	100 Pages	100 Pages	100 pages
Accuracy	100%	90% (90pgs)	80% (80pgs)	70% (70pgs)	60% (60pgs)	50% (50pgs)	40% (40pgs)	30,20,10%
Amount	4,000.00	3,240.00	2,400.00	1,680.00	1,080.00	600.00	240.00	payment
Per. Page	@40.00	@36.00	@30.00	@24.00	@18.00	@12.00	@6.00	@ Rs.6/-

PAYMENT MODE FOR USERS [PER 200 (TWO HUNDRED PAGES)]. MINIMUM 20 PAGES HAVE TO CORRECT TO AVOID CD CANCELLATION

6 errors canceled the individual page, work valid for 6 months, time 15 days PER CD, No. of CDs are 150. Contribution Amount ₹1,80,000/-

Total Pages	200 Pages	200 Pages	200 Pages	200 Pages	200 Pages	200 Pages	200 Pages	200 pages
Accuracy	100%	90% (180pgs)	80% (160pgs)	70% (140pgs)	60% (120pgs)	50% (100pgs)	40% (80pgs)	1-39%(39 pgs)
Amount	10,000.00	8,100.00	6,400.00	4,900.00	3,600.00	2,500.00	1,600.00	payment
Per. Page	@50.00	@45.00	@40.00	@35.00	@30.00	@25.00	@20.00	@ Rs.10/-

16. **Any controversy or claim arising out of or relating to this Agreement, the formation of this Agreement or the breach of this Agreement, including any claim based upon arising from an alleged tort, shall be governed by the substantive laws of the land. Any suit, action or proceeding concerning this agreement must be brought in a state of West Bengal court located in Kolkata. EACH OF THE PARTIES HEREBY IRREVOCABLY CONSENTS TO THE EXCLUSIVE JURISDICTION OF SUCH COURTS (AND OF THE APPROPRIATE APPELLATE COURTS THEREFROM) IN ANY SUCH SUIT, ACTION OR PROCEEDING AND IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY OBJECTION WHICH IT MAY NOW OR HEREAFTER HAVE TO THE LAYING OF THE VENUE OF ANY SUCH SUIT, ACTION OR PROCEEDING IN ANY SUCH COURT OR THAT ANY SUCH SUIT, ACTION OR PROCEEDING WHICH IS BROUGHT IN ANY SUCH COURT HAS BEEN BROUGHT IN AN INCONVENIENT FORUM.**

I hereby declare that all the informations in the above "DATA CONVERSION FORM FOR ONLY 25 SEATS" are true, correct, complete and up-to-date in all respect to the best of my knowledge and I do not withheld any informations. I also authorize bengali e-library, Kolkata to exchange, share or part with these informations relating to my details, as may be required and shall not hold bengali e-library, Kolkata to use these informations. I declare that no payments have been made to bengali e-library, Kolkata except the Contribution For library Development without Interest Through Bank or Cash .

I AGREE WITH ABOVE TERMS AND CONDITIONS.

Date:.....

.....
Full Signature of User

TECHNICAL INSTRUCTIONS SPECIFICATIONS FOR JPEG/PDF TO RTF FILES

- MARGINS.** Top : 1", Bottom : 1", Left : 1.25", Right : 1.25", Gutter : 0", Header : 0", Footer : 0", Paper Size : A4 (Width: 8.27" Height: 11.69").
- FONTS.** Font : **Times New Roman**, Font Style : **Normal**, Font Colour : **Automatic**, Body Text : **10 pt.**, Alignment : **Justify**, Headings : **12 pt. Bold**, Sub-Headings : **11 pt. Bold**. After opening Ms Word, at first make Page Setup, Font size: 10 pt, Alignment: Justify. Tab and Space mark must be normal in all places. Paragraph mark must be bold in Heading & Sub-heading, but normal in body text.
- You have to keep the spelling as it appears in image but if you find any common spelling error, then you must correct that error after consulting with us, otherwise it must be treated as an error. Avoid using Spell check in Word document. It is recommended to check the spelling in Abbyy Fine Reader. After completing spelling check, Copy the text from ABBYY and Paste it in MS Word. **Don't save the text in word document from ABBYY's save option.**
- Upper Page No. & Page Heading is Heading format and Lower Page No. is like Body Text. Body Text is always Justified, but heading and sub-heading are as per image file. If upper page no. and heading is in same line i.e. page no. in the Left side and heading in the middle, then convert the whole line into **Left alignment** and alter the position of the heading into centre by using tab setting and page no. in the Right side and heading in the middle, then convert the whole line into **Right alignment** and alter the position of the heading into centre by using tab setting. If Upper Page No. in the Middle and the two Headings are in Left and Right side of the Page No., make the whole line's Alignment **Justified**, then set the position of them by tab setting. If there is no upper page no. but only heading in the middle or right or left side then keep particular alignment.
- If the image contains data in one/two columns then insert one/two columns from Insert Table Menu. You have to place the entire body text except Page heading and Page No. within a table. Page No. and Page heading must be placed just top of the table and lower Page No. must be placed just after the table. The border of the table must be none. If in the image file text is in table format, you have to draw or insert another table in the above table.

